

CONFIDENTIAL

DD/A Registry

81-3282

OTE 84 4019

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
Administrative Officer, DCI

FROM:

[redacted]
Director of Training and Education

25X1

SUBJECT: Request for Approval to Incur Expenses
Under [redacted]

25X1

1. Approval is requested to incur expenses under [redacted]

25X1

2. I believe that the expenditure of appropriate funds is authorized under [redacted] for the cost of a year-end reception to be tendered by the Editorial Board of Studies in Intelligence (a DCI publication) on 4 December 1984 for those who have contributed time and effort to the journal in 1984. The Board, which voted to hold such a reception at its last quarterly meeting, 12-13 October, seeks in this way to extend recognition to the people who have made Studies the success it is.

25X1

3. Designated officials will be the members of the Board:

Charles A. Briggs, Chairman

Helene L. Boatner

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4. Other persons present will be all of those who have contributed in any way to Studies in Intelligence in 1984 -- within and outside CIA -- authors, cartographers, graphics artists, printers, etc.

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5. I certify that the attendance of these individuals has been requested and is considered essential to the conduct of official Government business and further that the function will facilitate the accomplishment of the DCI's duties and responsibilities.

6. The estimated cost of this function is \$900.00.

25X1

CONCUR:

Deputy Director for Administration

06 NOV 1984

Date

25X1

I certify the availability of funds in the amount indicated in paragraph 6.

Budget and Fiscal Officer, DCI

Date

11/21/84

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APPROVED:

Executive Director

21 NOV 1984

Date

25X1

2
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SUBJECT: Request for Approval to Incur Expenses Under

25X1

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